

VILLAGE OF BREWSTER  
BOARD OF TRUSTEES  
19 JANUARY 2021  
7:30 P.M.  
REGULAR MEETING  
MINUTES

The Board of Trustees of the Village of Brewster is holding a regular meeting at 7:30 PM, on January 19, 2022 at Village Hall, at 50 Main Street, Brewster, NY 10509. This meeting will also be streamed through Zoom Meeting. The Meeting ID is 845 279 3760 and the phone number needed to call in is 1-929-205-6099.

Attendees:

Mayor: James Schoenig  
Deputy Mayor and Trustee: Christine Piccini, virtually.  
Trustees: Mary Bryde, George Gaspar, Tom Boissonnault  
Village Police Chief: John Del Gardo, virtually.  
Village Engineer: Todd Atkinson  
Village Counsel: Jennifer Herodes, virtually.  
Clerk & Treasurer: Michelle Chiudina  
Deputy Clerk-Treasurer: Donna Milazzo

Absent:

Gregory Folchetti

Pledge to flag.

Notion of Exits

Mayor Schoenig motions to open the regular meeting Trustee Bryde 2<sup>nd</sup>, all in favor 5 to 0.

**Regular Meeting**

1. VFW Memorial Day Parade. Mr. Robert Rottkamp representing the VFW Post 672. Mr. Rottkamp is requesting a parade permit for the Memorial Day Parade that is similar to the one he submitted in 2021 and mentions the success of last year's parade. He notes that the parade will be held on Memorial Day, which is Monday, May 30<sup>th</sup>. He explains that the participants will gather at the Brewster Fire House on North Main Street at 10 AM, with the parade starting at 10:45 AM. He continues explaining that the route will go down North Main Street to Main Street and down Railroad Avenue, ending at Veteran's Park at 11 AM. Mr. Rottkamp notes that the ceremony will be an hour and there will be refreshments after at Post 672, located on Peaceable Hill Road. Mayor Schoenig confirms that the event is expecting ten vehicles and Mr. Rottkamp confirms this and notes that there will be a horse and carriage for the older veterans. Trustee Bryde commends their preparedness. Mayor Schoenig motions to approve the parade permit for the Memorial Day parade on May 30, 2022, gathering at 10 AM, with the parade starting at 10:45 AM and ending at 11 AM, beginning at the Brewster Firehouse and ending at Electrozone Field, waiving all fees, Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0.
2. Monthly Reports
  - 2.1. Engineer's Report, December, 2021. Mr. Todd Atkinson delivers the Engineer's Report for December, 2021. Mr. Atkinson informs the Board of the final details for the subdivision of 25 Marvin Avenue and will discuss with Counsel what the next steps are after the plat is complete. The Board discusses the Wells Park Bike Path Connector and states that the Village is not planning to continue the project with the County's specifications. Mr. Atkinson mentions that the Board can try to get the remainder of the funding through a different grant and Mayor Schoenig states he will reach out to the County on Friday. Trustee Boissonnault requests to discuss the NYSEG connections that was discussed at the previous meeting. Trustee Gaspar would like to look at specifications on what work is done during the connections for the gas at the sidewalk and the road. Trustee Boissonnault mentions the sidewalk repairs and asks Counsel to send a letter to NYSEG, to inform them that the work needs to be done correctly. Domenic sent an email to NYSEG regarding the cold patch. The Board discusses with Mr. Atkinson the process of how the repairs by NYSEG should be done and determine that Mr. Consentino needs to sign off on the final repair. Mr. Atkinson discusses the new bridge and which agency may be responsible to maintain the sidewalks. Mr. Atkinson will contact DEP regarding this. Mayor Schoenig motions to approve the Engineer's Report for December, 2021, Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0.

- 2.2. Code Enforcement Report, December, 2021. Code Enforcement Officer Mr. Bill Scorca delivers the Code Enforcement Report for December, 2021. Mr. Scorca mentions the ongoing projects in the Village including 530 North Main Street and other small jobs, which consisted mostly of roof permits. Mr. Scorca states that he is working on the renewals for operating permits for establishments in the Village. Mr. Scorca mentions the property located at 850 Route 22, which was discussed in 2020, regarding a SEUP to allow the business occupying the back of the building to be in one location. Mr. Scorca also mentions that 530 North Main should be done in April or May but may be delayed due to issues with the supply chain. Mr. Scorca is continuing to monitor the sidewalk clearance after the recent storms, and is giving out warnings and phone calls to those property owners not complying. Trustee Bryde notes the increase in permits. Mayor Schoenig asks about a tenant on Garden Street that left garbage on the property and Mr. Scorca will look into this. Mr. Scorca is also waiting to hear about the alarm set up at 20 Garden Street and will inform the Board when he has more information. Mayor Schoenig motions to approve the Engineer's Report for December, 2021, Trustee Bryde 2<sup>nd</sup>, all in favor 5 to 0.
- 2.3. Police Report, December, 2021. Chief John Del Gardo delivers the Police Report for December, 2021. Trustee Bryde notes the increase in handicapped parking, the speeding, the red light and stop sign tickets and states that the cell phone tickets are the same from the previous month. Trustee Bryde asks where the 7 vehicle accidents were and Chief Del Gardo confirms that these occurred all around the Village. Trustee Bryde asks Chief Del Gardo to elaborate on the missing children cases. Chief Del Gardo states that an 18-year-old and a 16-year-old were reported missing and both were found in Westchester and the third case was a 15-year-old that was reported missing, and an arrest was made with the State police. Trustee Bryde asks if the officers follow up with the family later after the child is found and Chief Del Gardo confirms this and notes that there were no issues. Trustee Bryde asks if the arrests were made in the Village and Chief Del Gardo confirms this and states that both arrests were the same person. Trustee Bryde mentions the Putnam Courier article regarding the meeting with the new Sheriff Kevin McConville. Chief Del Gardo states that he is very happy to be included in the ongoing conversations to keep this County safe and looks forward to working with Sheriff McConville. Mayor Schoenig motions to approve the Police Report for December, 2021, Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0.
3. Account 624 & 70 Penalty. Clerk Chiudina recalls the email that was sent to her and forwarded to the Board regarding an issue with the post office that did not forward mail to the new address of a property owner, causing the owner to miss the due date of the sewer bill. Mayor Schoenig asks if this property owner had received a penalty before and Clerk Chiudina confirms that this owner had not received a penalty before. Mayor Schoenig motions to waive the penalty for the November Sewer Bill, Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0.
4. Andres Gil Contract. -Tabled.
5. Correspondence Sent & Received for December, 2021. Trustee Bryde asks about the letter from Don Hall regarding the request to make Putnam Press Times, the official newspaper for the Village of Brewster. Clerk Chiudina explains that this letter is sent every year and the Board approves this request at the Organizational meeting. Mayor Schoenig motions to approve the Correspondence Sent & Received for December, 2021, Trustee Bryde 2<sup>nd</sup>, all in favor 5 to 0.
6. Minutes for Approval – January 5, 2022. Trustee Bryde motions to approve the Minutes from the January 5, 2022 Meeting, Deputy Mayor Piccini 2<sup>nd</sup>, all in favor 5 to 0.
7. Vouchers Payable. Trustee Bryde reviewed the vouchers at Village Hall and found everything in order. Mayor Schoenig thanks Trustee Bryde.

7.1. A -	GENERAL FUND	\$53,673.97
7.2. C –	REFUSE & GARBAGE	993.15
7.3. EN -	ENGINEERING FEES ESCROW ACCT	7,380.00
7.4. F -	WATER FUND	13628.27
7.5. G -	SEWER FUND	69,488.81
7.6. TA -	TRUST & AGENCY	8,149.23

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Total Vouchers Payable 153,313.43

Mayor Schoenig motions to approve the vouchers payable as written, Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0.

8. Other Business

- 8.1. Trustee Bryde mentions the email from Jennifer Cassidy of the Putnam County Historian's Office & Archives regarding the status of the Village Historian. Mayor Schoenig asks if the person that was contacted took the position and Trustee Bryde notes that the person was not interested and the position is still open. Trustee Bryde states that DPW Superintendent Consentino removed the holiday baskets and stored them until next season.

- 8.2. Trustee Boissonnault states that he will be removing the lights on the tree on Main Street by the end of next week.
9. New Business – none.
10. Public Comment – none.
11. Mayor Schoenig motions to enter into Executive Session for contractual discussions, Trustee Bryde 2<sup>nd</sup>, all in favor 5 to 0.
12. Mayor Schoenig motions to exit Executive Session, Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0.
13. Mayor Schoenig motions to approve the contract for services provided by Andres Gil for the Chief of Police for the Village of Brewster, pending approval by Counsel, Trustee Boissonnault 2<sup>nd</sup>, all in favor 5 to 0.
14. Mayor Schoenig motions to provide the laborers of the Department of Public Works a raise of 75% of what was proposed and budgeted for in the 2022 Budget, starting January 23, 2022, Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0.
15. Mayor Schoenig motions to adjourn, Trustee Bryde 2<sup>nd</sup>, all in favor 5 to 0.

## PARADE PERMIT APPLICATION

Applications shall be filed with the Village Clerk at least 60 Days in advance of the event and applicant is required to appear before the Board of Trustees at least 30 days in advance of the event:

Name of Parade Chairman: <u>Rob Rottkamp</u>		Telephone Number: <u>914 282 0050</u>	
Email: <u>RRR@HKL@aol.com</u>		Cell Phone: <u>914 282 0050</u>	
Organization Name: <u>Brewster VFW Post 612</u>		Org. Telephone Number:	
Organization Address: <u>262 Peacable Hill Road</u>		<u>SAME</u>	
Head of Organization: <u>Commander Rob Rottkamp</u>		Email: <u>RRR@HKL@aol.com</u>	
Parade Date: <u>5/30/2022</u> Rain Date: <u>          </u>		Number of Participants: <u>200</u>	
Starting Time: <u>10:45</u> Ending time: <u>11:15</u>		Number of Vehicles: <u>10</u>	
Assembly Street and assembly time: <u>Brewster Fire Dept 10:00 AM GATHER</u>			
Details: <u>WE GATHER @ 10:00 PM AT FIRE DEPT PARADE</u>			
<u>KICK OFF @ 10:45 AM MARCHES FROM FIREHOUSE TO</u>			
<u>ELOTHO 2016 MEMORIAL FIELD</u>			
Starting Point: <u>Brewster Fire Dept</u>			
Termination Point: <u>ELOTHO 2016 MEMORIAL FIELD</u>			
Parade Route: <u>MAIN STREET FROM FIREHOUSE TO</u>		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <b>RECEIVED</b>   <b>JAN 16 2022</b>   <b>VILLAGE OF BREWSTER</b> </div>	
<u>ELOTHO 2016 FIELD</u>			
All information furnished on this form is true and complete to the best of my knowledge and belief.			
Signature of Applicant: <u>Rob Rottkamp</u>		Date: <u>1/16/2022</u>	
Approved by Village Board of Trustees. Date: <u>          </u>		Permit Number: <u>          </u>	
Village Clerk, Michelle Chiudina: <u>          </u>		Date: <u>          </u>	
Recommendation of Brewster Police Department:			
BPD Signature: <u>          </u>		Date: <u>          </u>	
BPD to Notify: Fire Department: P: 279-3555 Fax: 279-8849	Officer/Admin Name: <u>          </u>	Date: <u>          </u>	Name/method of Contact: <u>          </u>
Sheriff's Office: P: 225-4300 Fax: 225-4154	<u>          </u>	<u>          </u>	<u>          </u>
State Police: P: 279-6161 Fax: 279-7046	<u>          </u>	<u>          </u>	<u>          </u>

Failure to properly fill out this application or meet the requirements stated at the top of this form may result in denial of the permit application. Revised: February, 2020.

1. <u>GENERAL INFORMATION</u>		
Report No:	1 of 2022	Date: 1/19/2022
Contract No:		
Facility Name: VOB / Wastewater Treatment Plant and Collection System		
2. <u>ENGINEERS STATUS OF PROJECT</u> (Narrative description of the Upgrade Project tasks (and subtasks) undertaken by the Engineer as set forth in the Engineers Contract and Scope of Work including:		
a. Activities completed this month (attach additional pages as needed)		
<ul style="list-style-type: none"> <li>The average daily flow at the plant in December was 127,000 gpd.</li> </ul>		
<ul style="list-style-type: none"> <li>VRI replaced the drive belts on RBC's 3 &amp; 6 on 1/3/2022.</li> </ul>		
<ul style="list-style-type: none"> <li>Bills Refrigeration replaced faulty fan on gas heater in chemical room.</li> </ul>		
<ul style="list-style-type: none"> <li>VRI replaced high level alarm at Park Street lift station.</li> </ul>		
b. Status of activities in progress this month (attach additional pages as needed):		
<ul style="list-style-type: none"> <li>Damage assessment and repair work on RBC#1 media. C3ND preparing estimate.</li> </ul>		
<ul style="list-style-type: none"> <li>Grit Screw Conveyor bearing needs to be replaced.</li> </ul>		
<ul style="list-style-type: none"> <li>Develop a schedule for shaft bearing replacements for RBC's 3, 4, 5, and 6.</li> </ul>		
c. Activities scheduled (attach additional pages as needed):		
<ul style="list-style-type: none"> <li>Adjustment of secondary sludge drive chains.</li> </ul>		
<ul style="list-style-type: none"> <li>Repairs to Primary Sludge Telescopic Valve #2.</li> </ul>		
<ul style="list-style-type: none"> <li>Stand-by generator upgrades needed at lift stations. VRI obtaining quotes for the work.</li> </ul>		

**VILLAGE OF BREWSTER  
MONTHLY PROGRESS REPORT**

1. <u>GENERAL INFORMATION</u>		
Report No: 1 of 2022	Date: 1/19/2022	Contract No:
Facility Name: VOB / PLANNING BOARD REVIEW AND CONSULTATION		

2.	<u>ENGINEERS STATUS OF PROJECT</u> (Narrative description of the Upgrade Project tasks (and subtasks) undertaken by the Engineer as set forth in the Engineer's Contract and Scope of Work including:
a.	Projects reviewed this month (attach additional pages as needed)
	<ul style="list-style-type: none"> <li>• Three projects were reviewed in December.</li> </ul>
b.	Status of Planning Board projects (attach additional pages as needed):
	<ul style="list-style-type: none"> <li>• 26-32 Prospect Street - 4.5 hrs.</li> </ul>
	<ul style="list-style-type: none"> <li>• 28 Eastview - 1 hrs.</li> </ul>
	<ul style="list-style-type: none"> <li>• iPark Loft on Main Street - 9 hrs.</li> </ul>
c.	Activities scheduled (attach additional pages as needed):
	<ul style="list-style-type: none"> <li>• Continue plan review and meetings for B.O.S. Land Development</li> </ul>
	<ul style="list-style-type: none"> <li>• Perform site inspection at 538 North Main Street, when needed</li> </ul>
	<ul style="list-style-type: none"> <li>• 530 North Main Street, Ongoing Inspections</li> </ul>
	<ul style="list-style-type: none"> <li>• Perform site inspection at 85 Main Street, when needed</li> </ul>

**VILLAGE OF BREWSTER  
MONTHLY PROGRESS REPORT**

<b>1. <u>GENERAL INFORMATION</u></b>		
Report No: 1 of 2022	Date: 1/19/2022	Contract No:
Facility Name: VOB / EPA Stormwater Phase II Regulations		

<b>2. <u>ENGINEERS STATUS OF PROJECT</u> (Narrative description of the Upgrade Project tasks (and subtasks) undertaken by the Engineer as set forth in the Engineer's Contract and Scope of Work including :</b>	
<b>a.</b>	<b>Activities completed this month (attach additional pages as needed):</b>
	<ul style="list-style-type: none"> <li>• Maintain monthly stormwater maintenance/good housekeeping reports quantifying the number of pounds of litter and the amount of sand cleaned up throughout the Village.</li> </ul>
<b>b.</b>	<b>Status of activities in progress this month (attach additional pages as needed):</b>
<b>c.</b>	<b>Activities scheduled (attach additional pages as needed):</b>
	<ul style="list-style-type: none"> <li>• Respond to comments, if any, on the MS4 Annual Report submitted on May 24, 2021.</li> </ul>

## December, 2021 Code Enforcement Report

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VILLAGE OF BREWSTER  
50 MAIN STREET  
BREWSTER, NY 10509  
(845) 279-3760

### DECEMBER, 2021 SUMMARY REPORT

		Year to Date
A.1560 SAFETY INSPECTION =	\$1,825.00	11,590.00
A.2555 BUILDING FEES =	3,087.50	15,327.00
A.2590 PROPERTY REG =	0.00	3,875.00
<hr/>		
TOTAL FOR DECEMBER =	\$4,912.50	30,792.00
PERMITS:	13	
VIOLATIONS/TICKETS:	1	
INSPECTIONS*:	4	
CERTIFICATES:	4	
TENANT C/O'S:	1	

\*Inspections total does not include inspections that the Village does not charge for as inspections, such as site visits, plumbing inspections, final inspections, gas tests, driveway inspections, boiler inspections, dryer vent inspections, roof inspections, etc. The inspections listed above are reflected in building fees and are a part of the permit amount.



DECEMBER 2021  
MONTHLY REPORT



POLICE CHIEF  
**John Del Gardo**

# VILLAGE OF BREWSTER POLICE DEPARTMENT

## MONTHLY REPORT

To: Mayor James Schoenig - Board of Trustees  
 FROM: Police Chief John Del Gardo  
 DECEMBER 2021

911 CALLS	58
WALK IN COMPLAINTS	3
TOTAL CALLS FOR SERVICE	61

FOOT PATROL	
Main Street	69
MTA	31
Bike Patrol	0
Residential	24
TOTAL HOURS	124

Court Hours - Village	60
Court Hours - S.E.	99.5

TICKETS	
Uniform Traffic Tickets	82
Parking Tickets	164
Local Ordinance	0
TOTAL TICKETS	246

ARRESTS	
BULDING ASSAULT 3 ARREST	1
BROCCO CRIM CONT ARREST	1
TOTAL ARRESTS	2

VEHICLE REPAIRS	\$ 809.25
VEHICLE MILEAGE	4986
VEHICLE FUEL	698

(Security Detail) 3 Officers  
 (Security Detail) 3 Officers

<b>911 DISPATCHED CALLS – 58 CALLS</b>
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**AIDED – 17**

**EDP – 2**

**ASSAULT – 1**

**GRAND LARCENY – 1**

**POSSIBLE BURGLARY - 1**

**911 HANG UP - 1**

**VEHICLE ACCIDENT – 7**

**DISPUTE – 2**

**SUSPICIOUS PERSONS – 3**

**HARASSMENT - 1**

**INTOX/DISORDERLY PERSON – 3**

**FIRE ALARM – 1**

**FIRE – 2**

**MISSING CHILD – 3**

**DOG ATTACK - 1**

**PARKING CONDITION – 3**

**WELFARE CHECK – 2**

**LOST PROPERTY – 1**

**TRESPASS – 1**

**VEHICLE LOCKOUT – 2**

**OPEN WINDOW – 1**

**HEALTH ORDER - 1**

**DOA CAT – 1**

**VILLAGE OF BREWSTER POLICE**

**SELECTIVE TRAFFIC ENFORCEMENT**

**DECEMBER 2021**

**SPEED – 43**

**RED LIGHT – 7**

**STOP SIGN – 7**

**CELL PHONE – 11**

**HANDICAP PARKING – 20**

**UNLICENSED DRIVER – 6**

**DISOBEY SIGN – 3**

**TOTAL – 97**

**CORRESPONDENCE**  
**December, 2021**

**CORRESPONDENCE RECEIVED:**

1. Don Hall, Publisher, Putnam County Press sent this letter requesting to redesignate the Putnam County Press as the official newspaper for the Town of Brewster (dated 12/1/21, received 12/6/21).
2. Matt Skane, Manager, Government & Regulatory Affairs, COMCAST sent this letter to Michelle Phillips, Secretary NYS Public Service Commission, regarding Programming Advisory for Xfinity TV (dated 12/13/21, received 12/17/21).
3. New York State Urban Forestry Council sent this postcard regarding available funding for communities to hold an Arbor Day tree planting event (received 12/23/21).
4. Denene Makkay, Deputy Director, Putnam County Housing Corporation sent this letter to notify the Village the PCHC will reopen the section 8 waiting list for all income eligible individuals and families (dated 12/16/21, received 12/23/21).
5. Matt Skane, Manager, Government & Regulatory Affairs, COMCAST sent this letter to Michelle Phillips, Secretary NYS Public Service Commission, regarding Programming Advisory (dated 12/20/21, received 12/23/21).

**CORRESPONDENCE SENT:**  
(no correspondence sent)